

# SiteManager Training Manual



Module B  
Chapter 1

**Daily Work Reports (+)**  
**Daily Work Reports**

Section B-1-2

## Viewing a Daily Work Report

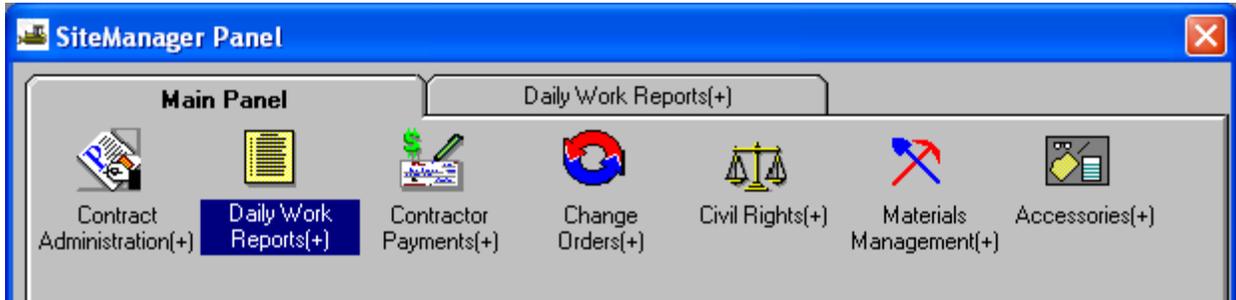
Student's Version

Indiana Department of Transportation  
February 2009, Version 3.9a

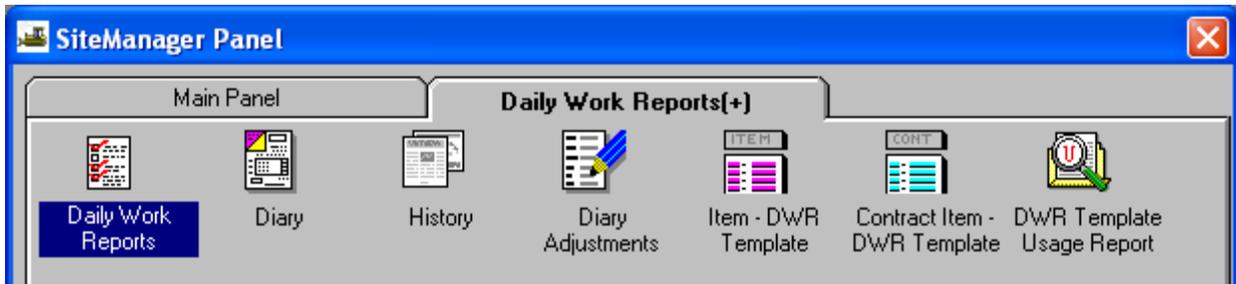
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# Viewing a Daily Work Report

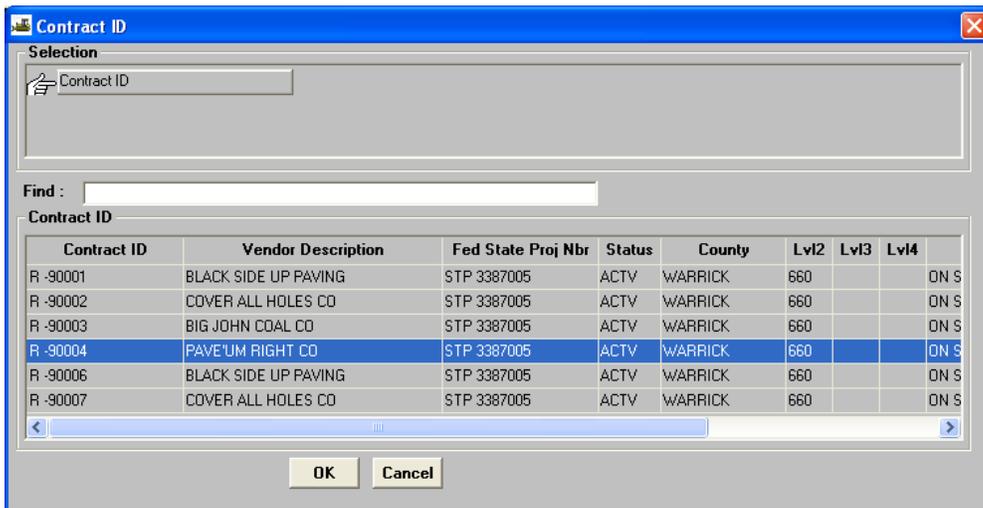
This section will explain how to view a **Daily Work Report (DWR)**.



“Double-click” on **Daily Work Report (+)** icon, located on the **Main Panel**



“Double-click” on **Daily Work Reports** icon.



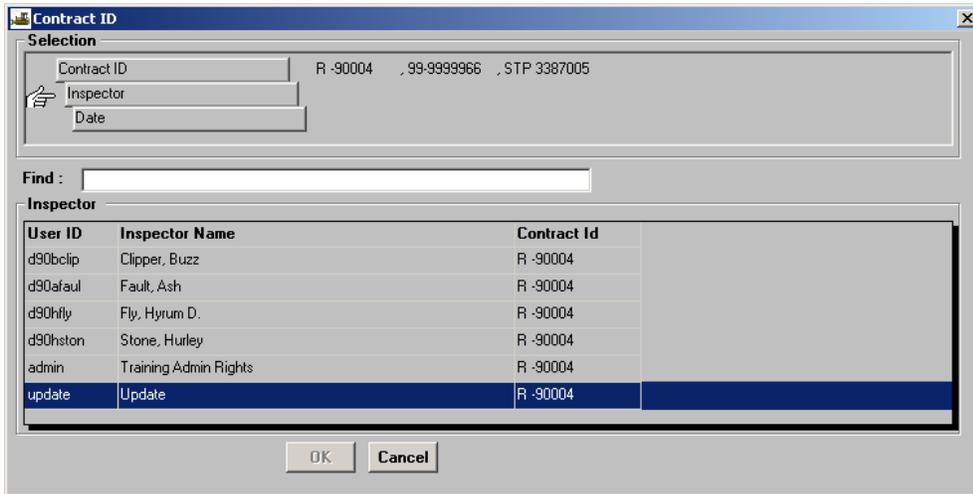
The Select Contract window opens.

The Bottom Panel contains the following columns:

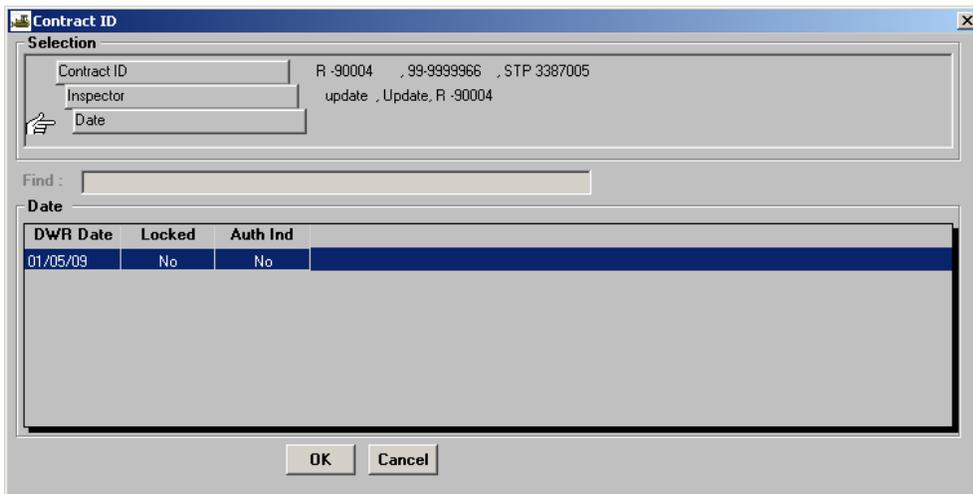
- **Contract ID:** is the identification number assigned to the contract.
- **Vendor ID:** is the INDOT assigned identification number for the Prime Contractor.
- **Fed State Proj Nbr:** is the unique identifier for the project.
- **Status:** column indicates current status of the project, Active, Pending, Complete, or Archived.
- **County:** column shows the county where the majority of the work is located.
- **Lvl 2:** The **Lvl 2** column indicates the District Office administering the contract.
- **Lvl 3:** The **Lvl 3** column is not utilized by INDOT.
- **Lvl 4:** The **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column is the description of the actual work location.

“Double-click” on the appropriate **Contract ID**.

Note: If a different contract has previously been selected “click” on the **open**  folder located on the toolbar and select the appropriate contract.



“Double-click” on the appropriate **Inspector Name**.

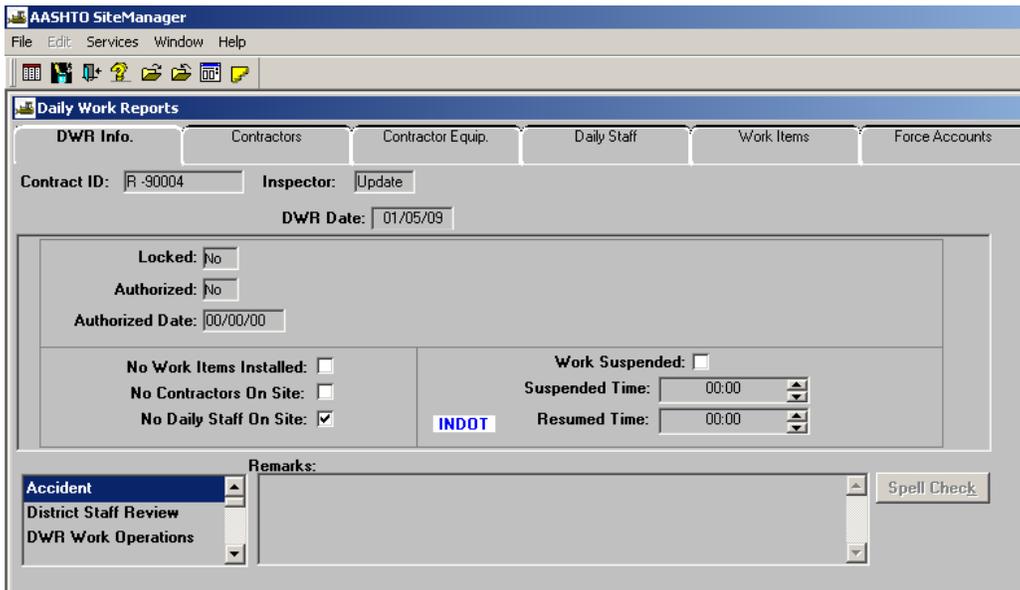


“Double-click” on the appropriate **DWR Date**.



“Click” **OK**.

**Note:** Only the original creator can modify a DWR all others will be Read Only.



The **Daily Work Report** window will open with all fields unable to be modified. There are six tabs where contract information is captured:

- **DWR Info:** Daily Work Report contains information pertaining to the status of the construction contract. This tab contains a variety of Remarks categories containing that day's information from the contract.
- **Contractors:** **Contractors** daily attendance record referring to Contractor's workforce such as:
  - Supervisor(s),
  - Worker(s) by personnel type
- **Contractors Equip:** **Contractors Equipment** tab documents the presence and use of equipment on the job site by selected Contractor(s).
- **Daily Staff:** **Daily Staff** tab will not be used by INDOT.
- **Work Items:** **Work Items** tab is used to document installed work items by selected contractor by project. And Material Information Data (MID) associated to the work item
- **Force Accounts:** **Force Accounts** tab will not be used by INDOT

# DWR Info tab

The screenshot shows the AASHTO SiteManager software interface. The main window is titled "Daily Work Reports" and has several tabs: "DWR Info", "Contractors", "Contractor Equip.", "Daily Staff", "Work Items", and "Force Accounts". The "DWR Info" tab is selected. It contains the following fields and controls:

- Contract ID: R-90004
- Inspector: Update
- DWR Date: 01/05/09
- Locked: No
- Authorized: No
- Authorized Date: 00/00/00
- No Work Items Installed:
- No Contractors On Site:
- No Daily Staff On Site:
- Work Suspended:
- Suspended Time: 00:00
- Resumed Time: 00:00
- INDOT (text)
- Remarks: (dropdown menu with options: Accident, District Staff Review, DWR Work Operations)
- Spell Check (button)

The top section contains the following information:

**Contract ID:** the **Contract ID** is the identification number assigned to the contract.

**Inspector:** the **Inspector** field contains the name of the individual that created the Daily Work Report.

**DWR Date:** the **DWR Date** is the date the DWR record was started and saved. Once the date is saved it cannot be changed or deleted. The current date will automatically populate in the date field. To change the date, “double-click” in the **DWR Date** field.

The middle panel contains the following information:

- **Locked:** the **Locked** field will not be utilized by INDOT and will remain **No**. This field automatically populates.
- **Authorized:** the **Authorized** field notifies the viewer that the DWR has been reviewed and approved. Once the DWR is authorized in the Diary window it cannot be modified. This field automatically populates from the Diary window.
- **Authorized Date:** the **Authorized Date** field contains the date the DWR was approved. This field automatically populates.

The bottom left section of the middle panel contains:

- **No work Items Installed,**
- **No Contractors On Site,**
- **No Daily Staff On Site** (not utilized by INDOT)

Check boxes are pre-populated with a check mark until information is entered on the appropriate tabs in the DWR.

Once the information is entered and saved the check box is no longer populated.

**Work Suspended** field is used to record time when the contract work is suspended. Time is based on a 24 hour clock (Military time).

**NOTE:** Only the PE/S populates the work suspended information.

During the life of the contract additional information is recorded.

The following are **Remarks** category options: (the remarks \* are shared with the Diary only the **PE/S** will enter remarks for these (\*) categories in the Diary window)

- **Accident**
- **District Staff Review**
- **DWR Work Operations**
- **EEO Issues**
- **General Remarks**
- **Media/Press**
- **Other**
- **Personnel Remarks**
- **PE/S Controlling Operation \***
- **PE/S Fractional Day Workable \***
- **PE/S High Temp \***
- **PE/S Low Temp \***
- **PE/S Traffic Control Devices \***
- **PE/S Weather \***
- **Safety Violations**
- **Staff Remarks**
- **Supervisor Remarks**
- **Traffic**
- **Visitor**
- **Work Suspended**

# Contractors Tab

The contractor's personnel information will be recorded in the **Contractors** tab.

The screenshot shows the AASHTO SiteManager software interface. The main window is titled "Daily Work Reports" and has several tabs: "DWR Info.", "Contractors", "Contractor Equip.", "Daily Staff", "Work Items", and "Force Accounts". The "Contractors" tab is selected. At the top of the tab, there are fields for "Contract ID:" (R -90004), "Inspector:", "Update", and "Date:" (01/05/09). Below this is a table with the following data:

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT
99-9999966 PAVE'UM RIGHT CO *** PRIME ***	2	14	

Below the table are three panels for entering additional information:

- Supervisor/Foreman Name:** Enter Supervisor/Foreman information before editing Contractor panel - Nbr of Supervisors field. Includes dropdowns for "Foreman" (HMA Paving Foreman) and "INDOT".
- Personnel Type:** Enter Personnel information before editing Contractor panel - Nbr of Workers field. Includes dropdowns for "Equipment Operator" (2), "Laborer" (4), and "Teamster/Truck driver" (8), along with "INDOT" input fields.

The **Contractors** tab contains three panels for collecting information:

- **Contractor:** contains information pertaining to the identities of the contractors operating on site the date of the DWR
- **Supervisor:** contains information pertaining to the contractor's supervisor types on site the date of the DWR.
- **Personnel Type:** contains information pertaining to the numbers and classification types of non-supervisory personnel working for the contractor on the DWR date.

Note: If there are multiple Contractor's listed in the **Contractor** panel "click" on each Contractor to view their **Foreman** and **Personnel Type** information.

The **Remarks**  balloon is located on the tool bar for any additional information. If there are no lines in the remarks balloon there are no comments

NOTE: The remarks balloon is only available for when using the **Foreman** and **Personnel Types** panels.

"Click" on the Foreman panel to see if there are remarks associated.

"Click" on the Personnel Type to see if there are remarks associated.

"Click" on the **Remarks** balloon to open and read the remarks then "click" the **Remarks** balloon icon to close

# Contractor Equipment Tab

Contractor	Nbr of Supervisors	Nbr of Workers	INDOT
99-9999966 PAVE'UM RIGHT CO ** PRIME **	2	14	

Equipment ID - Description	Nbr. of Pieces	Nbr Used	INDOT
HMAPT100 H.M.A. Paver-Tire	1	1	
HMATM100 H.M.A. Transfer Machine	1	1	
RVD100 Roller-Vibratory Drum	2	2	
TDTP100 Truck-Distributor Tack/Prime	1	1	
TORD200 Truck-On Road Dump	10	10	
TW100 Truck-Water	1	1	

“Click” on **Contractor Equip.** tab.

Contractor’s equipment must be associated to the appropriate **Contractor** for each day worked. Two panels appear for collecting information:

- **Contractor:** the **Contractor** tab is for selecting the identity of the contractor whose equipment use data is to be collected.
- **Equipment ID - Description:** the Equipment ID – Description panel is used to identify the equipment used by the selected contractor on the DWR date.

“Click” on the appropriate **Contractor** in the top panel to view the Equipment associated.

The **Remarks**  balloon is located on the tool bar for any additional information. If there are no lines in the remarks balloon there are no comments.

NOTE: The remarks balloon is only available for when using the **Equipment ID-Description**.

“Click” on the each piece of equipment to see if remarks are in the remarks balloon, if appropriate.

“Click” on the **Remarks** balloon to open and read the remarks then “click” the **Remarks** balloon icon to close.

## Daily Staff Tab

INDOT will not use the Daily Staff portion of the DWR.

# Work Items Tab

**AASHTO SiteManager**  
File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: R -90004 Inspector: Update Date: 01/05/09

Instld	Project Number	Project Line Number	Category Number	Item Code	Description	Supplemental Description 1
<input checked="" type="checkbox"/>	9620710	0001	0001	105-06845	CONSTRUCTION ENGINEERING	
<input checked="" type="checkbox"/>	9620710	0002	0001	105-07039	FIELD OFFICE, B	
<input checked="" type="checkbox"/>	9620710	0015	0001	401-07334	QC/QA-HMA, 3, 76, SURFACE, 9.5 mm	
<input type="checkbox"/>	9620710	0003	0001	106-03285	FAILED MATERIAL	
<input type="checkbox"/>	9620710	0004	0001	106-03289	QUALITY ASSURANCE ADJUSTMENT	
<input type="checkbox"/>	9620710	0005	0001	110-01001	MOBILIZATION AND DEMOBILIZATION	
<input type="checkbox"/>	9620710	0006	0001	201-52370	CLEARING RIGHT OF WAY	
<input type="checkbox"/>	9620710	0007	0001	203-02000	EXCAVATION, COMMON	
<input type="checkbox"/>	9620710	0008	0001	205-06932	TEMPORARY CHECK DAM, STRAW BALES	
<input type="checkbox"/>	9620710	0009	0001	205-06933	TEMPORARY DITCH INLET PROTECTION	
<input type="checkbox"/>	9620710	0010	0001	205-06937	TEMPORARY SILT FENCE	
<input type="checkbox"/>	9620710	0011	0001	207-08263	SUBGRADE TREATMENT, TYPE IA	
<input type="checkbox"/>	9620710	0012	0001	301-07448	COMPACTED AGGREGATE, NO. 53, BASE	
<input type="checkbox"/>	9620710	0013	0001	306-08034	MILLING, ASPHALT, 38 mm	
<input type="checkbox"/>	9620710	0014	0001	306-08043	MILLING, TRANSITION	
<input type="checkbox"/>	9620710	0016	0001	401-07403	QC/QA-HMA, 3, 76, INTERMEDIATE, 19.0 mm	
<input type="checkbox"/>	9620710	0017	0001	401-07408	QC/QA-HMA, 3, 64, BASE, 25.0 mm	

“Click” on **Work Items** tab.

The **DWR Record Work Items List** appears containing columns for:

- **Instld:** **Instld** is an indicator that the work item information has been entered for the item. A check mark automatically appears when the item information has been entered. These items will rise to the top of the list as they are used.
- **Project Number:** **Project Number** is the identification of the project which contains the work item.
- **Line Item Number:** **Line Item Number** is the bid proposal line number for the work item
- **Category Number:** the default setting of 0001 will be used.
- **Item Code:** **Item Code** is the INDOT defined code describing the work item.
- **Description:** **Description** is the title or description of the work item.
- **Supplemental Description 1:** **Supplemental Description 1** is used to provide additional information for the work item. Use the scrollbar to view the information
- **Supplemental Description 2:** **Supplemental Description 2** is used to provide additional information for the work item. Use the scrollbar to view the information

“Scroll” to find appropriate work item.

“Click” to highlight appropriate item.

“Click” on **Record Work Item**  button located on the toolbar.

NOTE: Verify the item number corresponds with the correct Project Number.

**Contract ID:** R-90004    **Inspector:** Update    **Date:** 01/05/09

**Project Nbr:** 9620710    **Line Itm Nbr:** 0015    **Item Code:** 401-07334    **Category Nbr:** 0001

**Item Desc:** GC/QA-HMA, 3, 76, SURFACE, 9.5 mm    **Unit Price:** \$59.80000

**Supp Desc 1:**    **Supp Desc 2:**

**Qty Reported to Date:** 1172.360    **Qty Authorized to Date:** 672.360    **Units Type:** Mg

**Qty Installed to Date:** 672.360    **Bid Qty:** 784.000    **Pay To Plan Qty:**

**Status:** Active    **Qty Paid to Date:** 672.360    **Current Contract Qty:** 784.000

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templt Used
1	Mainline	500.0000		<input checked="" type="checkbox"/>

**Placed Qty:** 500.000    **Plan Page Nbr:** 0    **Contractor:** PAVE'UM RIGHT CO \*\*\* PRIME \*\*\*

**Loc Seq Nbr:** 1    **Location:** Mainline

Station	Offset	Distance	Station	Offset	Distance	Measured Indicator
From: + .000			To: + .000			<input checked="" type="radio"/> Y <input type="radio"/> N

**Material Inspection Detail**

Material Component	Cont Est Matr Qty	Satisf Repr Matr Qty	Reprt Matr Qty	Matr Unit
GC/QA HMA 9.5,S,3	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
GC/QA HMA 9.5,S,4	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
GC/QA HMA 9.5,S,5	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
CA,CI,AP,CS,12	784.000	0.000	672.360	Megagram (SI) (Metric Ton)

The **Record Work Items** window opens containing three panels.

The top panel contains details of the work item plus a summary of previously reported quantities for the work item.

The middle panel collects work performed information for the DWR. This is the only panel to enter information.

- **Placed Quantity:** **Placed Quantity** is the quantity for pay associated to the item for that day's work. "Enter" the **Placed Quantity**. *Example 1*
- **Plan Page Nbr:** **Plan Page Nbr** is the page number from the contract documents to be referenced.  
"Enter" the plan page number, if appropriate.
- **Contractor:** **Contractor** is a list of the Prime contractor and Sub-contractors associated to that item.
- **Loc Seq Nbr:** **Location Sequence Number** is the sequence number for the installation record for the item. This is an automated function.
- **Location:** **Location** is a brief description of the location where the work item was installed.
- **Station Offset Distance:** **Station** **Offset** **Distance** is the station and offset from
- **Measured Indicator:** Measured Indicator identifies that the installation of this work item was field measured.

**Contract ID:** R-90004    **Inspector:** Update    **Date:** 01/05/09

**Project Nbr:** 9620710    **Line Itm Nbr:** 0015    **Item Code:** 401-07334    **Category Nbr:** 0001

**Item Desc:** QC/QA-HMA, 3, 76, SURFACE, 9.5 mm    **Unit Price:** \$59.80000

**Qty Reported to Date:** 1172.360    **Qty Authorized to Date:** 672.360    **Units Type:** Mg

**Qty Installed to Date:** 672.360    **Bid Qty:** 784.000    **Pay To Plan Qty:**

**Status:** Active    **Qty Paid to Date:** 672.360    **Current Contract Qty:** 784.000

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templt Used
1	Mainline	500.0000		<input checked="" type="checkbox"/>

**Placed Qty:** 500.000    **Plan Page Nbr:** 0    **Contractor:** PAVE'UM RIGHT CO \*\*\* PRIME \*\*\*

**Loc Seq Nbr:** 1    **Location:** Mainline

**From:** Station: +    Offset: .000    Distance: .000    **To:** Station: +    Offset: .000    Distance: .000    **Measured Indicator:**  Y     N

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit
QC/QA HMA 9.5,S,3	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
QC/QA HMA 9.5,S,4	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
QC/QA HMA 9.5,S,5	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
CA,CI AP,CS,12	784.000	0.000	672.360	Megagram (SI) (Metric Ton)

The bottom panel contains Material Inspection Details (MID). (Sampling and Testing requirements with reported quantities)

**Material Inspection Detail-** located in the bottom panel. This information will assist by showing **Work Item** material's testing and reported quantity history.

- **Material Component:** A short description of each material associated to the work item.
- **Const. Est. Matrl Qty:** Contract Estimated Material Quantity is the quantity of the component material to be used on the contract. [(Bid Quantity + change order quantity) of Contract Item times the Conversion Factor].
- **Satisf Repr Matrl Qty:** Satisfied Represented Material Quantity is the total material quantity reported on the Contract tab of Maintain Sample Window. For the given item, from the Contract tab the Total of Represented Quantity on samples for the material.
- **Reprt Matrl Qty:** Reported Material Quantity is the total material installed. This is calculated based on Installed Quantity of Contract Item times the Conversion factor.
- **Matrl Unit:** Material Unit is the Unit of measure for component material.

# DWR TEMPLATES

Some **Work Items** will have “Templates” associated to them, when the contract is activated, which are required to be used to record measurements and ease computation of quantities.

**AASHTO SiteManager**  
File Edit Services Window Help

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: R-90004 Inspector: Update Date: 01/05/09

Project Nbr: 9620710 Line Itm Nbr: 0077 Item Code: 808-05866 Category Nbr: 0001  
 Item Desc: PAVEMENT MESSAGE MARKING, REMOVE Unit Price: \$30.00000  
 Supp Desc 1:  
 Supp Desc 2:

Qty Reported to Date: 72.800 Qty Authorized to Date: 14.400 Units Type: m2  
 Qty Installed to Date: 14.400 Bid Qty: 9.000 Pay To Plan Qty:   
 Status: Active Qty Paid to Date: 14.400 Current Contract Qty: 9.000

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templ Used
1	S-1-A	.0000		<input type="checkbox"/>

Placed Qty: .000 Plan Page Nbr: Contractor: PAVE'UM RIGHT CO \*\*\* PRIME \*\*\*  
 Loc Seq Nbr: 1 Location: S-1-A

Station	Offset	Distance	Station	Offset	Distance
From: +	.000		To: +	.000	

Material Inspection Detail

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit
None	9.000	0.000	14.400	None

After selecting the Work Item the **DWR Template** button may be available on the toolbar only if **Templates** are associated to the work item.

“Click” on the **DWR Template** button located on the toolbar to view templates.

**AASHTO SiteManager**  
File Edit Services Window Help

**DWR Template**

Contract: R-90004 Inspector: Update DWR Date: 01/05/09  
 Project Nbr: 9620710 Line Itm Nbr: 0015 Loc Seq No: 1  
 Item Code & Desc: 401-07334 QC/QA-HMA, 3, 76, SURFACE, 9.5 mm

Template ID	Description	Used	Detail/ Multi Line	Returns Value
GE_MG_M	General Entry Metric MG	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HMAM	HMA 401M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Note: the template that was used has a check in the **Used** checkbox. “Double-click” on the appropriate template to open.

**AASHTO SiteManager**  
 File Edit Services Window Help

**DWR Template - HMAM**  
 Contract: R-90004 Inspector: Update DWR Date: 01/05/09  
 Project Nbr: 9620710 Line Itm Nbr: 0015 Loc Seq No: 1  
 Item Code & Desc: 401-07334 QC/QA-HMA, 3, 76, SURFACE, 9.5 mm

**HMA 401 Metric**

MAF: 0.9900  
 Total Quantity Placed: 500.00 Mg  
 Total Quantity Paid: 500.00 Mg

Page 1 of 1

Begin Station	Reference Line	Offset	End Station	Reference Line	Offset
100 + 0.000	A	0.000 Center	120 + 22.000	A	0.000 Center

Lot: 1  
 Sublot: 1  
 Lift: 1  
 Quantity: 500.00 Mg  
 Lane Description/Location: NBDL  
 Remarks:

NOTE: The calculation totals for the item will be in the top panel of the template. “Click” the **Close** button to return to the **Work Items Tab**.

**AASHTO SiteManager**  
 File Edit Services Window Help

**Daily Work Reports**  
 DWR Info. Contractors Contractor Equip. Daily Staff **Work Items** Force Accounts

Contract ID: R-90004 Inspector: Update Date: 01/05/09  
 Project Nbr: 9620710  
 Item Desc: QC/QA-HMA  
 Supp Desc 1:  
 Supp Desc 2:  
 Qty P:  
 Qty I:  
 Status: Active  
 Loc Seq Nbr: 1 Location In: Mainline

Remarks (General Remarks):  
 remarks can also be placed here  
 Spell Check

Placed Qty: 500.000 Plan Page Nbr: 0 Contractor: PAVE'UM RIGHT CO \*\* PRIME \*\*  
 Loc Seq Nbr: 1 Location: Mainline

Station Offset Distance Station Offset Distance  
 From: + .000 To: + .000

Measured Indicator  
 Y  
 N

**Material Inspection Detail**

Material Component	Cont Est Matr Qty	Satisf Repr Matr Qty	Reprt Matr Qty	Matr Unit
QC/QA HMA 9.5,S,3	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
QC/QA HMA 9.5,S,4	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
QC/QA HMA 9.5,S,5	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
CA,CI AP,CS,12	784.000	0.000	672.360	Megagram (SI) (Metric Ton)

“Click” on the **Remarks** button located on the toolbar to view remarks.

“Click” on **Remarks** button again to close **Remarks** window.

# Preview DWR

The **Preview DWR** button will allow a quick preview of the data entered into the DWR. The attachments and templates will not appear but the item totals from the template will be located in the **Placed Quantity** field.

The screenshot shows the AASHTO SiteManager software interface. The title bar reads "AASHTO SiteManager". The menu bar includes "File", "Edit", "Services", "Window", and "Help". The toolbar contains various icons, including a "Preview DWR" button (represented by a document with a magnifying glass). The main window is titled "Daily Work Reports" and contains several tabs: "DWR Info.", "Contractors", "Contractor Equip.", "Daily Staff", "Work Items", and "Force Accounts". The "Work Items" tab is active. The interface displays the following data:

Contract ID: R-90004    Inspector: [Update]    Date: 01/05/09

Project Nbr: 9620710    Line Itm Nbr: 0077    Item Code: 808-05866    Category Nbr: 0001

Item Desc: PAVEMENT MESSAGE MARKING, REMOVE    Unit Price: \$30.00000

Supp Desc 1:    Supp Desc 2:

Qty Reported to Date: 91.300    Qty Authorized to Date: 14.400    Units Type: m2

Qty Installed to Date: 14.400    Bid Qty: 9.000    Pay To Plan Qty:

Status: Active    Qty Paid to Date: 14.400    Current Contract Qty: 9.000

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templ Used
1	S-1-A	18.5000		<input checked="" type="checkbox"/>

Placed Qty: 18.500    Plan Page Nbr: [ ]    Contractor: PAVE'UM RIGHT CO \*\* PRIME \*\*

Loc Seq Nbr: 1    Location: S-1-A

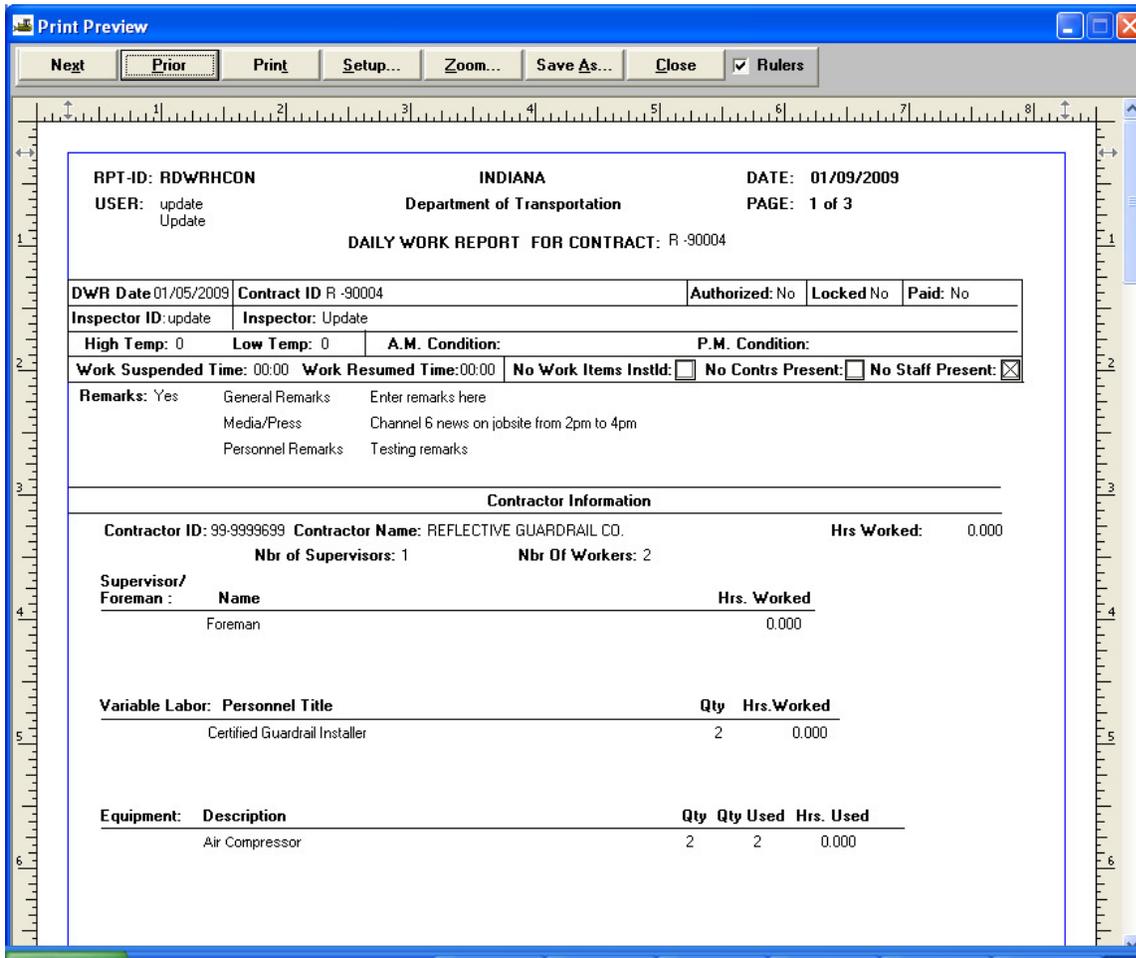
Station    Offset    Distance    Station    Offset    Distance

From: [ ] + [ ] .000    To: [ ] + [ ] .000

Measured Indicator:  Y     N

Material Component	Cont Est Matri Qty	Satisf Repr Matri Qty	Reprt Matri Qty	Matri Unit
None	9.000	0.000	14.400	None

“Click” on the Preview DWR  button located on the toolbar.



“Review” the DWR using scroll bar on the right side of the window.

The buttons on the toolbar will assist:

**Next:** advances the document a page

**Prior:** moves the document back a page

**Print:** sends the document to the printer.

**Setup:** allows the selection of another printer

**Zoom:** magnifies the document.

**Save As:** allow the selected document to be saved to another location.

**Close:** Closes the preview window

**Rulers:** When checked puts a ruler around the document in the preview screen but does not print the ruler.

“Click” the **Close**  button located on the toolbar to close window

## Attachments

 The Attachment icon will appear without a paperclip if there are no attachments associated with the record in the currently opened window.

 The Attachment icon will appear with a paperclip if attachments are associated with the record in the currently opened window.

To view an attachment see training document **A-2-11-1 Attaching a Document**

# Material Inspection Detail window (MID)

To navigate to the **Material Inspection Detail (MID)** window from the **Work Items** tab in the **Daily Work Reports** window “click” in the **Open Material Inspection**  button located on the toolbar.

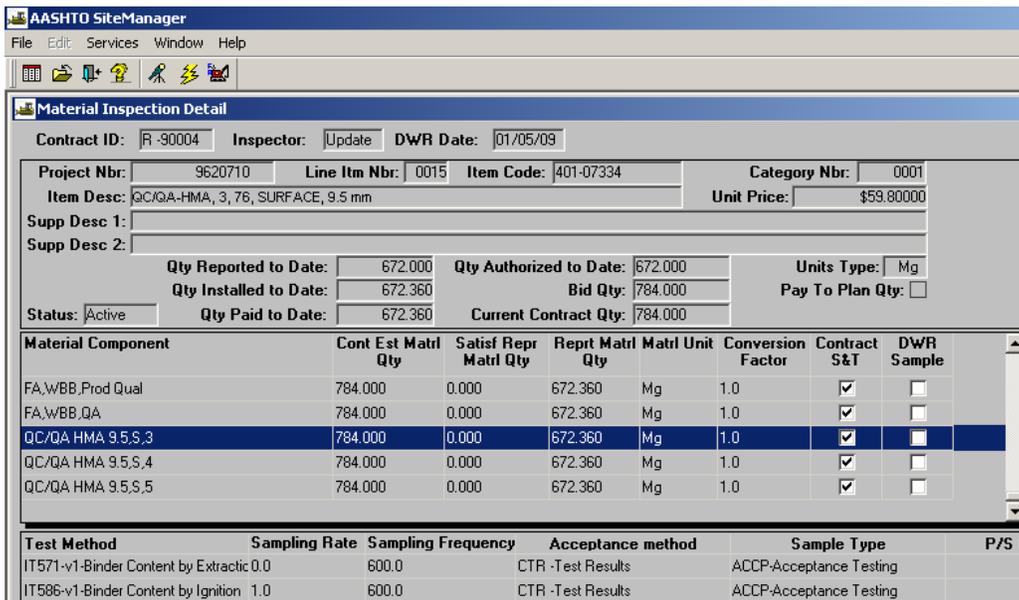
Material Component	Cont Est Matr Qty	Satisf Repr Matr Qty	Reprt Matr Qty	Matr Unit	Conversion Factor	Contract S&T	DWR Sample
FA,WBB,Prod Qual	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FA,WBB,QA	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC/QA HMA 9.5,S,3	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC/QA HMA 9.5,S,4	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC/QA HMA 9.5,S,5	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Test Method	Sampling Rate	Sampling Frequency	Acceptance method	Sample Type	P/S
IT571-v1-Binder Content by Extractiv	0.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
IT586-v1-Binder Content by Ignition	1.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
T166-v1-Bulk Specific Gravity of Cor	2.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
T209-v1-Maximum Specific Gravity ft	1.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
T269-v1-Road Core Density	2.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
T312-v1-Density of HMA Specimens	2.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	

The **Material Inspection Detail** window:

- The top panel will display contract item information from the **DWR Record Work Item** folder tab.
- The middle panel will display all materials associated to the **Item Code**, indicate whether there are **Contract Sampling & Testing** requirements for the material, and indicate whether a sample is linked to this material for this DWR.
- The bottom panel will display Contract Sampling and Testing requirement details for the material selected in the middle panel.

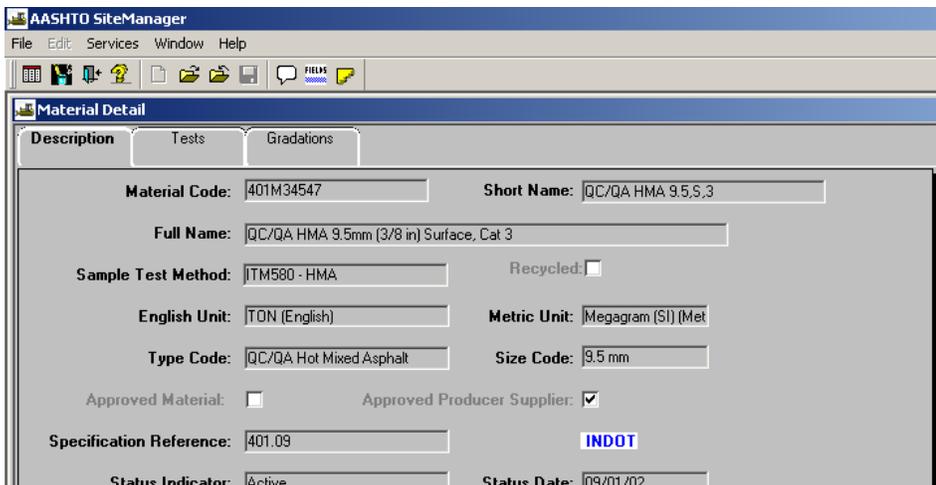


The **Material Inspection Detail (MID)** window will allow navigation to the Material portion of SiteManager for:

- **View Material**  button will navigate to the Material Detail for the highlighted material.
- **Open Sample window**  button will bring up a list of samples previously created for the selected material. If only one record has been created for the highlighted Material Component that record will open. Only the sample records created through the DWR will be on this list.

“Click” on the material desired in the **Material Component** column on the middle panel.

“Click on the **View Material**  button located on the toolbar to view the Material’s details.



“Click” the **Close**  button located on the toolbar to go back to the **MID** window. Refer to training document F-1-1-2 Viewing Material Detail.

**AASHTO SiteManager**  
 File Edit Services Window Help

**Material Inspection Detail**

Contract ID: R-90004 Inspector: Update DWR Date: 01/05/09

Project Nbr: 9620710 Line Itm Nbr: 0015 Item Code: 401-07334 Category Nbr: 0001  
 Item Desc: QC/QA-HMA, 3, 76, SURFACE, 9.5 mm Unit Price: \$59,80000  
 Supp Desc 1:  
 Supp Desc 2:

Qty Reported to Date: 1172.000 Qty Authorized to Date: 672.000 Units Type: Mg  
 Qty Installed to Date: 672.360 Bid Qty: 784.000 Pay To Plan Qty:   
 Status: Active Qty Paid to Date: 672.360 Current Contract Qty: 784.000

Material Component	Cont Est Matrl Qty	Satisf Repr Matrl Qty	Reprt Matrl Qty	Matrl Unit	Conversion Factor	Contract S&T	DWR Sample
FA,WBB,Prod Qual	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FA,WBB,QA	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC/QA HMA 9.5,S,3	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC/QA HMA 9.5,S,4	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
QC/QA HMA 9.5,S,5	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Test Method	Sampling Rate	Sampling Frequency	Acceptance method	Sample Type	P/S
IT211-v1-C.A.P.P.	0.0	999999999.0	APP#-Approval Number	ACCP-Acceptance Testing	

“Click” on the **Material Component** in the middle panel that has the **DWR Sample** checkbox populated at the right side of the middle panel. “Click” the Open Sample Window  button located on the toolbar to view the Sample Record.  
**NOTE:** If a sample record is not created from the **MID** window that record will not be associated to the DWR but will count for the Sample and Test Req.

**Select Sample**

Selection

Sample ID

Find :

Sample ID	Material Code	Material Name	Producer Supplier Code	Producer Suppl
R091277112345	401M34547	QC/QA HMA 9.5mm (3/8 in) Surface, Cat		
R091277112346	401M34547	QC/QA HMA 9.5mm (3/8 in) Surface, Cat		

OK Cancel

To view a sample record that has been created in the MID window “double click” on the appropriate record.  
 Note: if only one sample is associated only that record will open.

**AASHTO SiteManager**  
 File Edit Services Window Help

**Maintain Sample Information**

Basic Sample Data    Addtl Sample Data    Contract    Other    Tests

Sample ID: R091277112347    Status: Pending

Revised By:    Revising:    Sample Date: 01/05/09

Link To:    Link From:    Log Date: 02/20/09

Sample Type: Acceptance Testing    Acpt Meth: Spaces

Material: 401M34548    QC/QA HMA 9.5mm (3/8 in) Surface, Cat 4

INDOT Sampler/Witness:    P/S-Mnfct:

Type:    City:    Geog Area: Spaces

Prod Nm:    Lot/Sublot:

Represented Qty: .000 TON (English)

Auth By:    Auth Date: 00/00/00    **INDOT**

“View” the sample information, if appropriate. Refer to training document **F-5 Sampling and Testing Module**.

“Click” the Close  button located on the toolbar to return to the **MID** window.

**AASHTO SiteManager**  
 File Edit Services Window Help

**Material Inspection Detail**

Contract ID: R-90004    Inspector: Update    DWR Date: 01/05/09

Project Nbr: 9620710    Line Itm Nbr: 0015    Item Code: 401-07334    Category Nbr: 0001

Item Desc: QC/QA-HMA, 3, 76, SURFACE, 9.5 mm    Unit Price: \$59.80000

Supp Desc 1:    Supp Desc 2:

Qty Reported to Date: 697.000    Qty Authorized to Date: 697.000    Units Type: Mg

Qty Installed to Date: 672.360    Bid Qty: 784.000    Pay To Plan Qty:

Status: Active    Qty Paid to Date: 672.360    Current Contract Qty: 784.000

Material Component	Cont Est Matr Qty	Satisf Repr Matr Qty	Repr Matr Qty	Matr Unit	Conversion Factor	Contract S&T	DWR Sample
FA,WBB,Prod Qual	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FA,WBB,QA	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>QC/QA HMA 9.5,S,3</b>	<b>784.000</b>	<b>0.000</b>	<b>672.360</b>	<b>Mg</b>	<b>1.0</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
QC/QA HMA 9.5,S,4	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QC/QA HMA 9.5,S,5	784.000	0.000	672.360	Mg	1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Test Method	Sampling Rate	Sampling Frequency	Acceptance method	Sample Type	P/S
IT571-v1-Binder Content by Extractic	0.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
IT586-v1-Binder Content by Ignition	1.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
T166-v1-Bulk Specific Gravity of Cor	2.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
T209-v1-Maximum Specific Gravity fr	1.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
T269-v1-Road Core Density	2.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	
T312-v1-Density of HMA Specimens	2.0	600.0	CTR -Test Results	ACCP-Acceptance Testing	

“Click” the Close  button located on the toolbar to close the **MID** window and return to the **Daily Work Reports, Work Items tab** window.

**AASHTO SiteManager**  
File Edit Services Window Help

**Daily Work Reports**

DWR Info Contractors Contractor Equip Daily Staff **Work Items** Force Accounts

Contract ID: R-90004 Inspector: Update Date: 01/05/09

Project Nbr: 9620710 Line Itm Nbr: 0015 Item Code: 401-07334 Category Nbr: 0001  
 Item Desc: QC/QA-HMA, 3, 76, SURFACE, 9.5 mm Unit Price: \$59.80000  
 Supp Desc 1:  
 Supp Desc 2:

Qty Reported to Date: 697.360 Qty Authorized to Date: 697.360 Units Type: Mg  
 Qty Installed to Date: 672.360 Bid Qty: 784.000 Pay To Plan Qty:   
 Status: Active Qty Paid to Date: 672.360 Current Contract Qty: 784.000

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templt Used
1	Line S-2-4	25,000.0		<input checked="" type="checkbox"/>

Placed Qty: 25,000 Plan Page Nbr: 0 Contractor: PAVE'UM RIGHT CO \*\* PRIME \*\*  
 Loc Seq Nbr: 1 Location: Line S-2-4

Station Offset Distance Station Offset Distance  
 From: + .000 To: + .000

Measured Indicator  
 Y  
 N

**Material Inspection Detail**

Material Component	Cont Est Matr Qty	Satisf Repr Matr Qty	Reprt Matr Qty	Matr Unit
QC/QA HMA 9.5,S,3	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
QC/QA HMA 9.5,S,4	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
QC/QA HMA 9.5,S,5	784.000	0.000	672.360	Megagram (SI) (Metric Ton)
CA,CI,AP,CS,12	784.000	0.000	672.360	Megagram (SI) (Metric Ton)

“Click” the **Close**  button located on the toolbar to close the **Daily Work Reports** window.

## Force Accounts Tab

INDOT will not use the Force Accounts portion of the DWR.

## Viewing a Daily Work Report (DWR)

In the following exercise, you will view a DWR from information obtained while inspecting PAVE'UM RIGHT Co's work.

Log into SiteManager as inquire

Password: pass

Navigate from **Main Panel:**

“Double-Click” on **Daily Work Reports (+)** icon

“Double-Click” on **Daily Work Reports** icon

“Click” on **Services** located on the toolbar

“Click” on **Choose Keys** from the dropdown list

“Double-Click” on the appropriate **Contract ID “R-90004”**

### DWR Info Tab

“Double-Click” on **DWR Date** field

Enter in 01/05/09 date

“Click” on **OK**

“Click” on **General Remarks** in the scroll down menu to the left of the **Remarks** field.

What is the general remark entered for that DWR? \_\_\_\_\_.

### Contractors Tab

“Click” on **Contractors** tab

“Click” on **Contractor** panel

“Click” on **PAVE'UM RIGHT CO** in the **Contractor** panel

What is the kind of Supervisors are listed in the **Supervisor/Foreman Name** field? \_\_\_\_\_

How many different **Personnel Types** are listed in the Personnel Type panel? \_\_\_\_

How many **Laborers** are working this day? \_\_\_\_\_

Enter **Nbr of Persons: 2**

### Contractor Equip. Tab

“Click” on the **Contractor Equip** tab

“Click” on **PAVE'UM RIGHT CO** in top panel

How many On Road Dump trucks are being used today? \_\_\_\_\_

How many On Road Dump trucks are being reported for today? \_\_\_\_\_

pass

## Work Items Tab (work item with template)

“Click” on the **Work Items** tab

“Double click” on **Project Number** 9620710 with **Project Line Number:** 0077 “Pavement Message Marking, Remove”

“Double click” on **Template ID: PMMRM**

What is the Station Location Information \_\_\_\_\_

“Click” on **Close** on the Toolbar to close the Template Window

## Work Items Tab (work item without template)

“Click” on the **Open** folder on the toolbar

“Click” on the **Select Work Item**  button on the toolbar

“Double click” on the **Project Number** 9620710 with **Project Line Number** 0078 Line, Thermoplastic, Solid, White, 100mm.

What is the name of the **Contractor** working on this item? \_\_\_\_\_

## Work Items Tab (Material Information Detail (MID))

“Double click” on the **Project Number** 9620710 with **Project Line Number** 0015 QC/QA-HMA, 3,76, SURFACE, 9.5mm

“Click” on the Material Information Detail (MID) button on the toolbar.

“Scroll and click” on the **Material Component:** QC/QA HMA 9.5, S,4

“Click” on **View Material Detail** button on the toolbar.

“Click” on the **Tests** tab.

What is the **Test Method** (#) for Certification Data? \_\_\_\_\_

Click” the **Close** button on the toolbar

“Click” on the **Material Inspection Detail** (MID) button on the toolbar

“Scroll and click” on the **Material Component:** QC/QA HMA 9.5, S,3

“Click” on the **Open Sample Window** button.

What is the Material code populated in the **Material** field? \_\_\_\_\_

“Click” the **Close** button on the toolbar.

“Click” on **Open Sample Window** located on the toolbar.

“Double click” on the first sample record **Sample ID** R091123412346.

“Click” on the **Contract** tab.

What is the **Represented Qty** listed for Line Item 0015? \_\_\_\_\_

“Click” the **Close** button on the toolbar to close the **Maintain Sample Information** window

“Click” the **Close** button on the toolbar to close the **Material Information Detail** window.

“Click” on **Close** on the Toolbar to close the **Daily Work Report** window